

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Executive Administrative Aide to the Deputy Court Administrator

GRADE: G-21 (Administrative Assistant II)

SALARY: \$60,000 - \$65,000 (Negotiable, depending on education and work experience)

LOCATION: Court Administrative Office, Circuit Court for Prince George's County

TYPICAL DUTIES: This position provides professional high-level administrative support to the Deputy Court Administrator in addition to serving in an advisory and facilitative role to help plan and execute the mission, vision, and core values of the Circuit Court. This position will also provide general administrative support (as needed) to the Court Administrative Office and assist with special projects. The incumbent will be responsible for drafting various documents for review such as memoranda, reports, correspondences, contracts and announcements, for consideration and approval. Plans, coordinates, and ensures the Deputy Court Administrator's schedule is strategically managed. Ensures electronic calendaring is accurately updated. Coordinates, manages, and makes necessary logistical arrangements for meetings; attends and transcribes minutes and prepares appropriate materials. Responds to telephone and other inquiries; prepares and maintains electronic and hard copy records. Creates, implements, and reviews statistical reports and briefs and extracts pertinent information. Identifies and resolves matters within organizational practices. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows through on projects to successful completion. Possesses a high level of confidentiality and executes a high degree of independent judgment. Successfully completes critical tasks with a hands-on approach and support tasks that facilitate the senior manager's ability to effectively lead.

MINIMUM QUALIFICATION REQUIREMENTS

High school diploma with 3+ years of senior level administrative support, or college degree in social services, business administration, communications or other related subject matter. Court system and/or County government experience preferred. Have a working knowledge of modern office practices and has the ability to perform at a high degree of independence, discretion, and confidentiality. Knowledge of Microsoft Suite is required. Possess exceptional oral and written communication. Demonstrates a pro-active approach to problem-solving with strong decision-making capability. Ability to establish and maintain effective working relationships and use professionalism, tact, diplomacy and competency in dealings with judges, attorneys, court and professional personnel, public officials, co-workers and colleagues. Possess strong organizational skills, ability to achieve high performance goals and meet deadlines in a fast-paced work environment. The ability to speak Spanish is a plus. A Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications are available at the address below or under the Judicial section on the Prince George's County's Website. **Must pass keyboard and writing test.**

<http://princegeorgescourts.org/>

CLOSING DATE: Applications must be received by 5:00 p.m., **June 27, 2016.**

APPLY TO:

Director of Human Resources
Court Administrative Office, Room 2407, Court House
14735 Main Street, Upper Marlboro, MD 20772
FAX: (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the Workplace.

This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.